

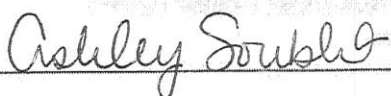


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Boston, MA		2. POSITION NUMBER 00001286	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM GSSG, 6/98; Prof. work in the Physical Science Emp, GS-1300, 12/97					
		b. Title		c. Pay Plan	d. Series
Official Allocation	Supervisory Physical Scientist		GS	1301	e. Grade 14
4. Supervisor's Recommendation	Temporary Detail - Supervisory Environmental Scientist		GS	819	f. CLC 001
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE James Bourne		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
			g.		
d.			h. Employing Office Location		
			i. Organization Code 90121830 / 4373		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Jacqueline G. LeClair			d. Typed Name and Title of Second-Level Supervisor Lois K. Adams		
b. Signature 		c. Date 6/29/11	e. Signature 		f. Date 6/29/11
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 92	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 8/5/11	
11. REMARKS					

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Supervisory Environmental Engineer/Environmental Scientist
GS-818-14 / GS-819-14

I. Introduction

This supervisory position is located in the Municipal Assistance Unit (CMU) of the Office of Ecosystem Protection (OEP) in the EPA Regional Office in Boston, Massachusetts. The primary functions of the Municipal Assistance Unit include: (1) Administration of the Clean Water and Drinking Water State Revolving Fund Programs; (2) Administration of Special Appropriation Project STAG grants (e.g. Congressional water infrastructure earmarks) (3) Implementation of the National Pretreatment Program; (4) oversight and administration of the Region's Drinking Water and Wastewater Operator Training/On-site Technical Assistance Programs; ((5) Administration of the General Permits Program for non-contact cooling water, and construction de-watering for the Storm Water Program; and (6) Application review and issuance of public notices of the National Pollutant Discharge Elimination System (NPDES) permits.

The Municipal Assistance Unit oversees three significant grant funding programs, accounting for nearly 60% of the Region's total grant dollars:

- (i) The Clean Water State Revolving Fund (CWSRF), established by the Clean Water Act, is America's largest water quality financing source.
- (ii) The Drinking Water State Revolving Fund (DWSRF) was established by the Safe Drinking Water Act Amendments of 1996 to emphasize the prevention of drinking water contamination problems through source water protection and enhanced water systems management. Similar to the CWSRF, the DWSRF is America's largest drinking water financing source.
- (iii) Congressional Water Infrastructure STAG Earmarks are grants to designated recipients for the purpose of funding wastewater and drinking water related infrastructure projects.

The purpose of this position is to serve as the supervisor of the Municipal Assistance Unit with the overall responsibility for the management (from an implementation and fiduciary responsibility perspective) of the primary water infrastructure funding programs of the Agency in New England. In addition, this position involves the oversight of several technical and administrative programs related to the Clean Water Act (e.g. Industrial Pre-treatment Program, Section 104(g)(1) - Wastewater Operator Training and On-site Technical Assistance Program, and a few NPDES stormwater general permitting programs) and the Safe Drinking Water Act (e.g. Drinking Water Operator Reimbursement Program and Operator Certification Program).

II. Major Duties and Responsibilities

1. Incumbent serves as the Supervisor of the Municipal Assistance Unit under the administrative direction of the Grants, Tribal and Municipal Assistance Branch Chief. The incumbent has overall responsibility for the Region's Clean Water and Drinking Water State Revolving Fund (SRF) Programs, and STAG Earmarks; Clean Water Act (CWA) and Drinking Water Act (DWA) Industrial Pretreatment Program, CWA Section 104(g) Program, Drinking Water Operator Training Re-imbursement and Operator Certification Program; and NPDES General permits Program for non-contact cooling water and construction de-watering.

The incumbent serves as a key advisor to top management regarding programs under his/her responsibilities. Incumbent determines the overall program goals for the activities under his/her direction to include both short and long range workplans; oversees the development of strategies and alternatives as he/she evaluates complex policy issues in the context of the New England environment; determines office resources needed to accomplish the workplan; fosters cooperation and team approaches to resolve problems; supports management integrity as a top priority in the office and ensures that it is integrated into daily work; manages extramural resources, both procurement (contracts) and assistance (grants, cooperative agreements, and interagency agreements) properly and in compliance with regulatory requirements and Agency policies and procedures.

2. Incumbent serves as a principal point of contact within the Region and for EPA-Headquarters incorporating and directing program activities to:

a) ensure progress toward Agency and Regional objectives and achievements in assigned areas of responsibilities through annual in-depth evaluations of State SRF and Earmark programs.

b) direct the implementation of Industrial Pretreatment Program audits and technical assistance of wastewater treatment facilities for compliance with NPDES permit requirements. Incumbent ensures that deficiencies and inadequacies are addressed. Incumbent resolves problems of highly complex technical nature referred by staff, which usually involves discussions of problems with high level state officials and local agencies and communities, consulting engineering firms, and private industry.

c) develop and maintain cooperative working relationships with officials of Regional, State and Federal agencies, consulting firms, universities, public interest groups, private organizations, non-profit groups, trade associations, and the general public to improve relationships, identify and resolve problems, interpret and clarify rules and regulations, and provide information on grant requirements. Incumbent confers with these officials to resolve differences, outline problem areas, determine needs, and propose solutions. Incumbent considers a broad spectrum of factors when making decisions or recommendations to higher level management), including public and press relations, and State program relations and authority

d) Makes decisions regarding consistency across the Unit for productivity improvements, accountability, and the effectiveness of individual performance. The incumbent uses initiative and judgement to determine appropriate programmatic priorities, makes decisions affecting the direction of the programs, and determines whether overall goals and objectives are being met. Assures environmental justice and pollution prevention principles are considered in the program planning process.

3. Determines Unit staff resources needed to accomplish the work plans. Assesses the utilization of staff, making adjustments to staff responsibilities and duties as necessary. Evaluates training needs and develops necessary staff competencies considering career development plans of individual employees. Makes determinations and recommendations on promotions, step increases and awards. Fully implements existing performance based systems for all employees in the Unit including as appropriate performance agreements and evaluations.

4. Fosters cooperation and team approaches to problem resolution, including programmatic and technical problems as well as those concerning interpersonal relationships among staff within the Unit, with other Units in the Agency and with external parties. Coaches employees, facilitating the development of interpersonal, technical and project management skills required to meet Agency goals. Implements and supports all provisions of Agency programs and policy in the areas of human resources, equal employment and workforce diversity.

5. Practices management integrity as a top priority in the Unit and ensures that it is integrated into all aspects of the Unit's daily work. Develops, assesses, and strengthens management control systems to safeguard programs, assure proper use of staff and financial resources and achieve mission results. Takes timely corrective actions on all identified weaknesses. Ensures prompt follow-up and resolution of audit findings. Supports a full disclosure policy for the organization that provides early detection of emerging issues. Keeps top levels of management fully apprised of the effectiveness of management integrity systems.

6. Manages all extramural resources, both internal (contracts, travel, procurements) and external assistance (grants, cooperative agreements, and interagency agreements), properly and in compliance with regulatory requirements and Agency policies and procedures. Develops and recommends appropriate allocations of extramural resources.

Controls over the Position/Supervisory Controls

There is wide latitude provided given the autonomy inherent in the programs that are managed. Assignments are provided within a framework of broad policy and objectives. Incumbent is expected to exercise full technical and administrative responsibility for Unit programs and staff efforts to achieve these objectives. Work is only reviewed for conformance with policy and for attainment of objectives.

Guidelines

Guidelines include the Code of Federal Regulations, Federal Registers, available technical manuals, state codes, standards, established practices, and Headquarters and Regional directives, which the incumbent must interpret and directly integrate with Unit procedures to effectively meet stated objectives. Personal contacts are with high levels of industry and government for the purpose of resolving highly controversial and sensitive issues that are critical to program implementation and ultimate success in attaining environmental objectives, essentially to protect public health and water quality. Such guidelines are often broad and non-specific. The incumbent is required to use resourcefulness and perception, based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or applicable.

FACTOR 1 -- PROGRAM SCOPE AND EFFECT Level 1-3

Directs assigned programs that involve multi-disciplinary professional, highly technical, and/or complex administrative work. The programs and work directed encompass the New England Region. Activities, functions, and services accomplished directly and significantly impact a wide range of Agency activities, the work of other agencies, and the activities of a wide range of outside interests, including all levels of government, local community groups, the private sector, and the regulated community.

FACTOR 2 -- ORGANIZATIONAL SETTING Level 2-3

The position reports to the Chief of the Grants, Tribal and Municipal Assistance Branch within the Office of Ecosystems Protection.

FACTOR 3 -- SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

Level 3-3

Level 3-3A

Exercises delegated managerial authority to set a series of annual, multi-year, or similar types of both short and long-range work plans and schedules for accomplishing the mission of assigned programs including in-service or contracted work. Assures implementation of the goals and

objectives for the program segments or functions s/he oversees. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages, and plans for long-range staffing needs. This position is closely involved with high-level program officials (or comparable Agency-level staff) in the development of overall goals and objectives for assigned staff functions, programs, or program segments. For example, incumbent directs development of programs and associated data; provides expertise and insights; secures legal opinions; prepares policy position papers or legislative proposals, and executes comparable activities which support development of goals and objectives related to high levels of program management, development, and formulation.

Level 3-3B

Plans work to be accomplished by subordinates, sets and adjusts short and long-term priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions of the Unit and recommends appointment, promotion, or reassignment to such positions; hears and resolves complaints from employees; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; develops position descriptions, and performance standards and agreements and utilizes these for employee evaluation.

In addition, exercises at least eight of the following authorities:

1. Using any of the following to direct, coordinate, or oversee work: team leaders, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors;
2. Exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank;
3. Assuring reasonable equity (among Unit groups, teams, projects, etc.) of performance standards and rating techniques developed by incumbent per Agency policy and assuring comparable equity in the assessment by subordinates of the adequacy of contractor and grantee capabilities or of contractor and grantee completed work;
4. Direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources);
5. Making decisions on work problems presented by subordinate team leaders and staff, or similar personnel, or by contractors;
6. Evaluating subordinate team leaders and staff.
7. Making or approving selections for subordinate non-supervisory positions;

8. Recommending selections for team leader, group coordinator, or project director positions responsible for coordinating the work of others, and similar positions;
9. Hearing and resolving group grievances or serious employee complaints;
10. Making decisions on non-routine, costly, or controversial training needs and training requests related to employees of the Unit;
11. Determining whether contractor performed work meets standards of adequacy necessary for authorization of payment;
12. Approving overtime, and employee travel;
13. Recommending awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;
14. Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

FACTOR 4 - PERSONAL CONTACTS

FACTOR 4A - NATURE OF CONTACTS Level 4A-4

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter.

Such contacts are made on a frequent basis with one or more of the following:

1. High-ranking managers, supervisors, and technical staff in EPA AAships and/or laboratories; Agency headquarters administrative support staff; or comparable personnel in other Federal, State Tribal and Local agencies;
2. Key staff of public interest, community or other environmental groups (in both informal and formal briefings) with significant political influence or media coverage;
3. Journalists representing influential city or county newspapers or comparable radio or television coverage;
4. Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
5. Contracting officials and/or high-level technical staff of large industrial firms;

6. Influential individuals or organized groups from outside the Agency, such as officers of regional or national trade associations, public action groups, professional or community organizations; and/or State and local government managers and elected officials doing business with the agency; and/or representatives of the private sector, academia and medical infrastructure.

FACTOR 4B -- PURPOSE OF CONTACTS Level 4B-4

The purpose of the contacts is to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals of the programs. In representing the programs, the incumbent must frequently justify, defend, or negotiate to obtain or commit resources, and to gain compliance with established policies, regulations or contracts. At this level, it usually involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance to programs managed. Typically, the purpose of the contact involves matters such as emerging, highly controversial, and/or technically-complicated environmental and public health issues where there is divergence of opinion and high political, economic and/or social interest in the outcome.

FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED Level 5-8

At least 25% of the non-supervisory duty hours of subordinates and others (i.e., contractor employees) is expended on work at the GS-13 level or above.

Strategic direction, program strategy and work plan development often involves highly complex technical and policy issues with many interconnected parameters for which there is either little or no statutory framework, Agency policy or Agency guidance. Initiative, creativity and strong analytical skills are often necessary to develop strategic directions, programs, initiatives and associated accountability measures.

FACTOR 6 - OTHER CONDITIONS Level 6-6

Supervision and oversight requires significant and extensive coordination and integration of a number of important programs, projects or program segments of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-13 level. Supervision involves major recommendations which have a direct and substantial effect on the organization and programs and projects managed. The Unit Chief makes major recommendations in the areas listed below, or in other comparable areas:

1. Significant internal and external program policy issues affecting the overall organization, such as those involving political, social, technological, and economic conditions;
2. Restructuring, reorienting, recasting immediate and long-range goals, objectives, plans and schedules to meet substantial changes in legislation, program authority, and/or funding;
3. Determinations of projects or program segments to be initiated, dropped or curtailed;
4. Changes in Unit structure including the particular changes to be affected;
5. The optimum mix of reduced operating costs and assurances of program effectiveness, including introduction of labor-saving devices, automated processes and methods, and other programmatic and administrative improvements;
6. The resources to devote to particular programs or program segments (especially when staff-years and a significant portion of the Unit's budget are involved);
7. Policy formulation and long-range planning in connection with prospective changes in functions and programs.

PROGRAM SCOPE AND EFFECT

LEVEL 1-3 550 Points

Directs assigned programs that involve multi-disciplinary professional, highly technical, and/or complex administrative work. The programs and work directed encompass the New England Region. Activities, functions, and services accomplished directly and significantly impact a wide range of Agency activities, the work of other agencies, and the activities of a wide range of outside interests, including all levels of government, local community groups, the private sector, and the regulated community.

ORGANIZATIONAL SETTING

LEVEL 2-2 250 Points

This position reports to a GS-15 Branch Chief.

SUPERVISORY AND MANAGERIAL AUTHORITY

LEVEL 3-3 775 Points

3-3A

Exercises delegated managerial authority to set a series of annual, multi-year, or similar types of both short and long-range work plans and schedules for accomplishing the mission of assigned programs including in-service or contracted work. Assures implementation of the goals and objectives for the program segments or functions s/he oversees. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages, and plans for long-range staffing needs. This position is closely involved with high-level program officials (or comparable Agency-level staff) in the development of overall goals and objectives for assigned staff functions, programs, or program segments. For example, incumbent directs development of programs and associated data; provides expertise and insights; secures legal opinions; prepares policy position papers or legislative proposals, and executes comparable activities which support development of goals and objectives related to high levels of program management, development, and formulation.

3-3B

Plans work to be accomplished by subordinates, set and adjusts short and long-term priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions of the Unit and recommends appointment, promotion, or reassignment to such positions; hears and resolves complaints from employees; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase quality of the work directed; develops position descriptions, and performance standards and agreements and utilizes these for employee evaluation.

In addition, exercises the following authorities:

1. Using any of the following to direct, coordinate, or oversee work: team leaders, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors;
2. Exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank;
3. Assuring reasonable equity (among Unit groups, teams, projects, etc.) of performance standards and rating techniques developed by incumbent per Agency policy and assuring comparable equity in the assessment by subordinates of the adequacy of contractor and grantee capabilities or of contractor and grantee completed work;
4. Direction of a program or major program segment with significant resources (e.g. one at a multimillion dollar level of annual resources);
5. Making decisions on work problems presented by subordinate team leaders and staff, or similar personnel, or by contractors;
6. Evaluating subordinate team leaders and staff;
7. Making or approving selections for subordinate non-supervisory positions;
8. Recommending selections for team leader, group coordinator, or project director positions responsible for coordinating the work of others, and similar positions;
9. Hearing and resolving group grievances or serious employee complaints;
10. Making decisions on non-routine, costly, or controversial training needs and training requested related to employees of the Unit;

11. Determining whether contractor performed work meets standards of adequacy necessary for authorization of payment;
12. Approving overtime, and employee travel;
13. Recommending awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;
14. Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices;

PERSONAL CONTACTS

1. Nature of Contacts

LEVEL 4A-3 75 Points

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. The often require extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter.

Such contacts are made on a frequent basis with the following:

1. High-ranking managers, supervisors, and technical staff in EPA, AAships and/or laboratories; Agency headquarters administrative support staff, or comparable personnel in other Federal, State, Tribal and local agencies.
2. Key staff of public interest, community or other environmental groups (in both informal and formal briefings) with significant political influence or media coverage;
3. Journalists representing influential city or county newspapers or comparable radio or television coverage; influential individuals or organized groups from outside the Agency, such as officers of regional or national trade associations, public action groups, professional or community organizations, and/or State and local government managers and elected officials doing business with the Agency; and/or representatives of the private sector, academia and medical infrastructure

2. Purpose of Contacts

LEVEL 4B-4 125 Points

The purpose of the contacts are to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals of the programs. In representing the programs, the incumbent must frequently justify, defend, or negotiate to obtain or commit resources, and to gain compliance with established policies, regulations or contracts. At this level, it usually involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance to programs managed. Typically, the purpose of the contact involves matters such as emerging, highly controversial, and/or technically complicated environmental and public health issues where there is divergence of opinion and high political, economic and/or social interest in the outcome.

DIFFICULTY OF TYPICAL WORK DIRECTED

LEVEL 5-8 1030 Points

At least twenty-five percent of the nonsupervisory duty hours of subordinates' workload (not positions or employees) is equal to the GS-13 level.

OTHER CONDITIONS

LEVEL 6-5 1225 Points

Supervision of highly technical, professional, administrative, or comparable work at GS-13 or above involving extreme urgency, unusual controversy, or other, comparable demands due to research, development, test and evaluation, design, policy analysis, public safety, public health, medical, regulatory, or comparable implications.

TOTAL POINTS = 4030

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	JAMES BOURNE		This position has no extramural resources management responsibilities.
Position Number	0000 1286	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	SUPERVISORY ENVIRONMENTAL SCIENTIST		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-819-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	U.S. EPA / OGP / CMU		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature		Date	6/29/11
Personnel Specialist's Signature		Date	

Part 1. Contracts Management Duties

			Monitors management and performance of
Pre-award:			delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		Close-out:
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		Percentage of Time Spent on Contracts Management
	Monitors cost, management, and overall technical performance of contract after award		%

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		Close-out:
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informes applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		Reconciles payment with work performed
Award:		Notifies recipient of close-out requirements
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Reviews/concurs in completed document		Other (list)
Establishes project file		
Other (list)		
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		%
Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		Close-out:
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list)		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		%